

# **MANISTEE CITY HISTORIC DISTRICT COMMISSION**

Meeting of Thursday, May 3, 2012

3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

## **AGENDA**

### **I Call to Order**

### **II Roll Call**

### **III Approval of Agenda**

At this time the Historic District Commission can take action to approve the May 3, 2012 Agenda.

### **IV Approval of Minutes**

At this time Historic District Commission can take action to approve the April 5, 2012 meeting Minutes.

### **V New Business**

#### **HDC-2012-06; The Briny, 50 Filer Street – Replacement of two Windows**

A request has been received from The Briny, 50 Filer Street a Certificate of Appropriateness for the replacement of two windows on the east East Corner facing Filer Street where the MRA Offices are located as submitted with application HDC-2012-06.

At this time the Commission could take action to approve/deny the request from the Briny, 50 Filer Street for a Certificate of Appropriateness for the replacement of two windows on the east East Corner facing Filer Street where the MRA Offices are located as submitted with application HDC-2012-06.

#### **Application Review Form- Application for a Certificate of Appropriateness**

Staff has drafted a new Review Form for requests for Certificates of Appropriateness which includes the Secretary of the Interior's Standards for Rehabilitation. Commissioners will determine if any changes are needed.

### **VI Old Business**

**VII Public Comments and Communications concerning Items not on the Agenda**

At this time the Chair will ask if there are any public comments.

**VIII Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

**IX Reports**

Main Street/DDA Director  
Museum Curator  
Museum Director  
Community Development Director

**X Members Discussion**

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

**XI Worksession**

**XII Adjournment**

## **HISTORIC DISTRICT COMMISSION**

Council Chambers, City Hall  
70 Maple Street  
Manistee, MI 49660

### **MEETING MINUTES**

April 5, 2012

A Meeting of the Manistee City Historic District Commission was held on Thursday, April 5, 2012 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 4:04 p.m. by Chair Kracht.

The Commissioners welcomed new member Jeremy Loveless.

#### **ROLL CALL:**

**Members Present:** Dave Carlson, Maria DeRee, Teena Kracht, Jeremy Loveless, John Perschbacher, Mary Russell

**Members Absent:** T. Eftaxiadis (excused)

**Others:** Jerry Smith (395 River Street), Corky Rybicki (395 River Street), Kendra C. Thompson (Kendra C. Thompson Architects), Barry Lind (Vogue Theatre), Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum) Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning) and others.

#### **APPROVAL OF AGENDA:**

MOTION by John Perschbacher, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously

#### **APPROVAL OF MINUTES:**

MOTION by John Perschbacher, seconded by Maria DeRee that the Minutes of the February 2, 2012 Meeting be approved. The March Meeting of the Historic District Commission was cancelled.

With a voice vote this motion passed unanimously

## **NEW BUSINESS:**

### **James Pawlowski, 395 River Street – Façade Improvements**

A request has been received from James Pawlowski, 395 River Street for a Certificate of Appropriateness for Façade Improvements as submitted with application HDC-2012-02. The request included; remove Reusch sign; remove sign panel to reveal six original transom windows; remove panel under main window to reveal existing tile; remove entryway carpet to reveal existing tile floor.

Jerry Smith and Corky Rybicki spoke to the Commission about the proposed project. The existing windows go down to the tile, there may need to be some repair work to the transom windows and tiles.

MOTION by Maria DeRee, seconded by Mary Ruseell to approve the request from James Pawlowski, 395 River Street for a Certificate of Appropriateness for Façade Improvements; remove Reusch sign; remove sign panel to reveal six original transom windows; remove panel under main window to reveal existing tile; remove entryway carpet to reveal existing tile floor as submitted with application HDC-2012-02.

With a roll call vote this motion passed 6 to 0.

Yes: DeRee, Carlson, Perschbacher, Loveless, Russell, Kracht

No: None

### **Vogue Theatre, 383 River Street – Signage**

A request has been received from Kendra C. Thompson Architects, PC for a Certificate of Appropriateness for Signage for the Vogue Theatre as submitted with application HDC-2012-03.

Barry Lind spoke to the Commission about the current work being done on the building and how the signage was to be addressed under a separate application. They feel that they incorporated previous input from the Commission.

Kendra C. Thompson, Kendra C. Thompson Architects PC reviewed the proposed signage with the commissioners.

- Reconstruct the Vertical Vogue Sign, the original steel is adequate; will re-skin the frame; paint the VOGUE letters; install neon tubing as was originally on sign.
- Canopy will re-clad; new skin applied; install yellow and brick red banding; two rows of neon tubing will be installed to the top and bottom as shown in historical photos.

- Canopy roof will have deck stripped; new roof membrane installed; new soffit material (white aluminum); currently four rows of lights; will replace with six rows of lights (north/south) as shown in historical photos.
- North side of Canopy has VOGUE Channel letters that will be restored and clear neon tubing added as shown in historical photos.
- East/West side of Canopy with install THEATRE Channel letters that are smaller than the VOGUE letters on the North side as shown in historical photos.
- Add two changeable copy signs East/West with three rows of lettering at the same angle as the existing two row sign; larger in size to accommodate movie titles; will not block the center windows.
- REFRESHMENT sign will be installed on the East Side of the Building over the outdoor sales window.

MOTION by Dave Carlson, seconded by Maria DeRee to approve the request from Kendra C. Thompson Architects, PC for a Certificate of Appropriateness for Signage for the Vogue Theatre as submitted with application HDC-2012-03.

Commissioner Perschbacher expressed his desire to have the original signage that hung under the canopy installed as part of the request.

Chair Kracht reviewed the Standards for approval.

With a roll call vote this motion passed 5 to 1.

Yes: Russell, Loveless, DeRee, Carlson, Kracht

No: Perschbacher

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA**

None

## **CORRESPONDENCE**

None

## **STAFF REPORTS/ MEMBERS DISCUSSION**

**Travis Alden, DDA/Main Street Director** spoke to the commission about design services for the building at 355 River Street, request will be coming to the Commission for review; owner wants to have work completed by the 4<sup>th</sup> of July. When Kelly was in town they discussed a couple of other projects in the downtown.

**Jon Rose, Community Development Director** requested the Commission reschedule the June Meeting because staff will be attending a Sustainable Communities Certification Program.

MOTION by Mary Russell, seconded by Maria DeRee that the June Historic District Commission Meeting be changed from June 7<sup>th</sup> to June 14<sup>th</sup>.

With a Voice vote this motion passed 6 to 0.

**Commissioner DeRee** brought in an article for the members "Curators of the French Quarter"

**Commissioner Perschbacher** wants applicants to go to the podium when addressing the Commission.

**Steve Harold, Museum Curator** noted that Mackinac Island is debating the installation of carpet to building entrances.

**Dave Carlson** commended Barry Lind for the renovations he is making to his building.

The Next meeting of the Historic District Commission will be on Thursday, May 3, 2012 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

## **ADJOURNMENT:**

MOTION by Maria DeRee, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:55 pm

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street, P.O. Box 358  
 Manistee, MI 49660  
 231.398.2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

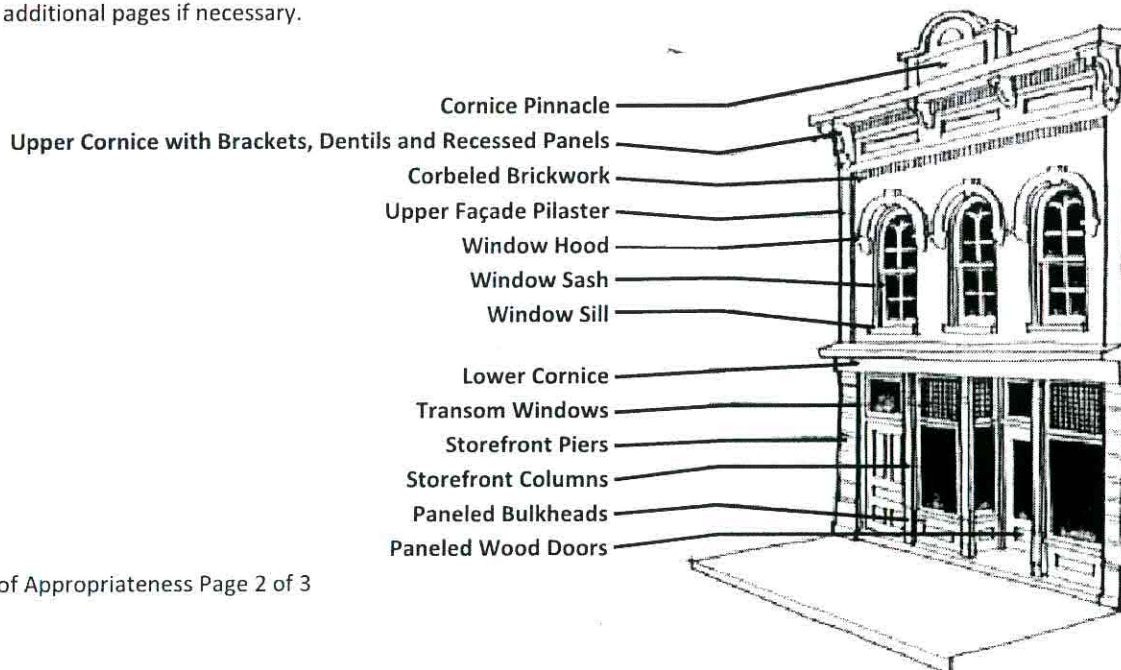
## Application for a Certificate of Appropriateness

Please Print

Standards			
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</b> If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>			
<p><input type="checkbox"/> <b>This box must be checked by the applicant</b> indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>			
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>			
Submission of Application			
<p>This application must be received by the City <b>at least 10 days</b> prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>			
Property Information			
Address: <u>50 Filer St</u>		Parcel # <u>51-51-453-709-09</u>	
Applicant Information			
Name of Owner or Lessee: <u>Eric Gerstner</u>			
Address: <u>413 Webster, Traverse City MI</u>			
Phone #: _____		Cell#: <u>231-409-4100</u>	e-mail: _____
Name of Contractor (if applicable): _____			
Address: _____			
Phone #: _____		Cell#: _____	e-mail: _____
License Number: _____		Expiration Date: _____	
Application Requirements			
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.</p> <p>Paint colors, Signage and Awnings are approved under a separate application.</p> <p>The Historic District Commission requires a copy of the Building Plans for review and for file.</p>			
<input type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.		
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.		
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.		
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.		

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">             replace old falling apart windows in front, east corner of the Briny Bldg. (The MRA offices)           </div>			
Proposed Start Date <u>4-25-12</u>		Proposed Completion Date <u>4-26-12</u>	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
<b>Authorization</b>			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature:		Date: <u>4-26-12</u>	
<b>By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.</b>			
<b>Office Use Only</b>			
HDC - <u>2012</u> - <u>06</u>		Notes:	
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



### Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

Example:

- ☐ Cornice Pinnacle: N/A
- X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input checked="" type="checkbox"/> First Floor Windows	replace old windows with new ones
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	

On Behalf Of: Old Mission Enterprises

Address: 395 Hughes Drive

Traverse City, MI 49686

Phone: 231-947-2120

Fax: 231-922-0609

Contact: Tom Sabourin

Email: [tsabourin@oldmissionwindows.com](mailto:tsabourin@oldmissionwindows.com)

Phone: 231-218-4982



**KOLBE**  
■ WINDOWS & DOORS ■  
[www.kolbe-kolbe.com](http://www.kolbe-kolbe.com)

**Quote 85258D: BRINEY BUILDING**  
**Project: GERSTNER DEVELOPMENT**  
**Printed: 8/29/2011 9:25:12 AM**



Printed By: Tom Sabourin  
Created: 8/29/2011

2011 Pricing

Quote 85258D: BRINEY BUILDING

Old Mission Enterprises

8/29/2011 9:25:12 AM

Line	Label	UOM	Quantity	Unit Price	Extended Price
001	101, 102	EA	( 2 )	\$2,974.39	\$5,948.78

UNIT 1 - Heritage Rectangle Double Hung (WMDH) - Complete Unit, Wood Sash, Magnum, Custom Split, 58% Bottom Glass Percentage

UNIT 2 - Heritage Rectangle DH/SH Transom (WMDHT) - Complete Unit, Wood Sash, Match Magnum Profile

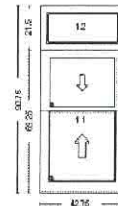
GLASS: Upper Glass - Tempered, Lower Glass - Tempered, H-K LoE 270 Insulated, Standard Stainless Steel Spacer, Glass Preserve / Neat Coating: Glass Preserve without Neat Coating, Beveled Glazing Bead

HARDWARE-ACCESSORIES: Clay (Rustic) Hardware, Beige Jambliner

CASING-JAMBS-TRIM: 1 15/16" Flat Casing , Back Band, 2" Projected Sill Nosing , Extended Horns: Custom, Custom Extended Horns Size: 1 15/16", Apply Exterior Casing/Accessories, 5 9/16" Jambs, 10 1/16" Clips

SPECIES-FINISH-COLOR: Leave All Pine, Standard Fingerjoints, K-Kron2 Exterior, Match All Exterior Colors, Hartford Green Exterior, Unfinished Interior

MISCELLANEOUS: Additional Mull Group Notes: Yes , Mull Group Notes: TO HAVE SEGMENT HEAD CASING AND HISTORIC COVERS



Scaled to Fit

Rough Opening:  
43.25" X 91.25"

Frame Size:  
42.75" X 90.75"

Unit Dimension:  
46" X 93.14063"



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Created: 8/29/2011

2011 Pricing  
Retail Summary Page 2 of 3



Manistee Main Street  
Downtown Development Authority  
11 Cypress St.  
Manistee, MI 49660  
231-398-3262  
[www.manisteedowntown.com](http://www.manisteedowntown.com)

December 15, 2011

Gerstner Development, LLC  
413 Webster  
Traverse City, MI 49686

Dear Mr. Gerstner:

Please consider this letter your formal approval of the MSDDA local facade grant request that you made for the property at 50 Filer Street. The MSDDA Design Committee met and unanimously approved the maximum grant award for your application: \$3,152.86 (50% of project cost) toward your project.

As is explained in the grant application packet, our local facade grant is a reimbursement program. Therefore, the project must be completed and pass a favorable inspection by MSDDA staff and Design Committee member(s). Proof (itemized receipts or paid invoices) showing material and third party labor costs must be presented for approval prior to any reimbursement. MSDDA Design Committee will recommend reimbursements to the MSDDA Board which has final approval.

We have allocated your grant dollars to our fiscal year 2011-2012 budget. If, during the project period, it becomes possible that your request for reimbursement will come after April 15, 2011, please contact me immediately as it would have an impact on how we close out our revised budget. Worst case scenario, we will carry over the obligation to the new fiscal year beginning July 2, 2012.

On behalf of the MSDDA and Design Committee, I'd like to thank you for your investment in not only your property, but in the Downtown Manistee community. If you have any questions throughout the process, please don't hesitate to contact me.

Sincerely,

Travis Alden  
Director, Manistee Main Street Downtown Development Authority

cc. Jane @ Briny Building





Photo showing  
condition of windows  
prior to replacement



Photo showing  
new replacement  
windows installed  
4/25/12





